Expense Track 19.12 Release Notes

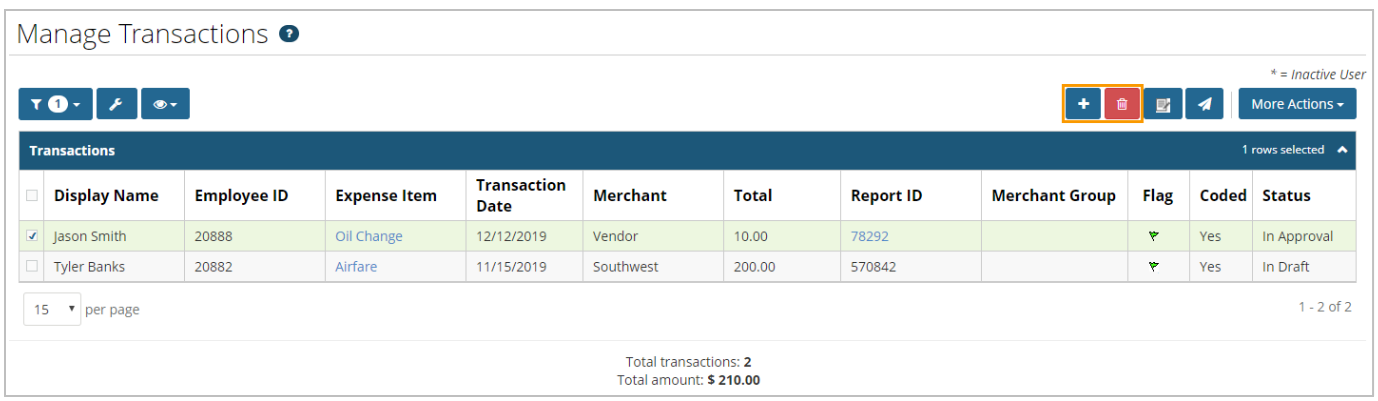
Release 19.12 for Expense Track is available on 02/20/2020 and includes the following changes:

Note: For more information on the items listed, see the Expense Track Online Help.

- Add Ability to Add/Delete Transactions in Manage Transactions
- Add Ability to Mass Code Transactions in Manage Transactions
- Add Ability to Submit Draft for Approval in Manage Transactions
- Add Approval and Discussion Notes to Mobile App Expense Approval
- Add Location Filter to Data Extract Utility
- Allow Users to Clear Exported Status from Transactions in Data Extract Utility
- Reconfigure Expense Reconciliation Detail Page
- Resolved Defects

Add Ability to Add/Delete Transactions on Manage Transactions Page

This item allows users to manually add and delete transactions from the Manage Transactions page. These options are available via the new **Add** ( ) and **Delete** ( ) buttons at the top of the page.



Clicking **Add** opens the Add New Transaction window where users can manually enter information for a transaction and add it to an existing expense report or create a new one. Clicking **Next** prompts the user to enter the expense item details, such as the amount, description, and receipt image attachments.

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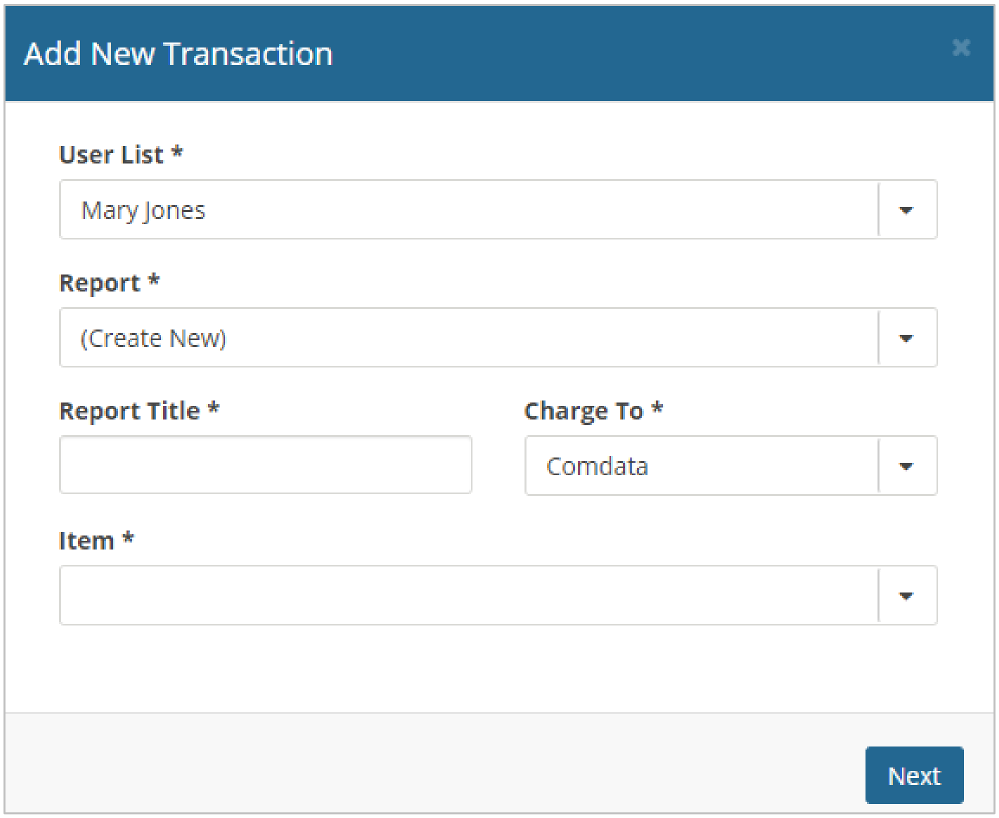
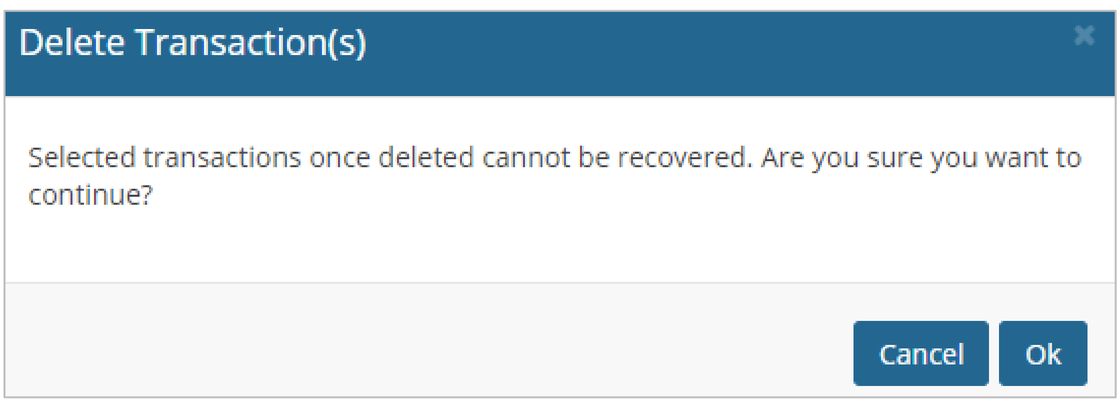
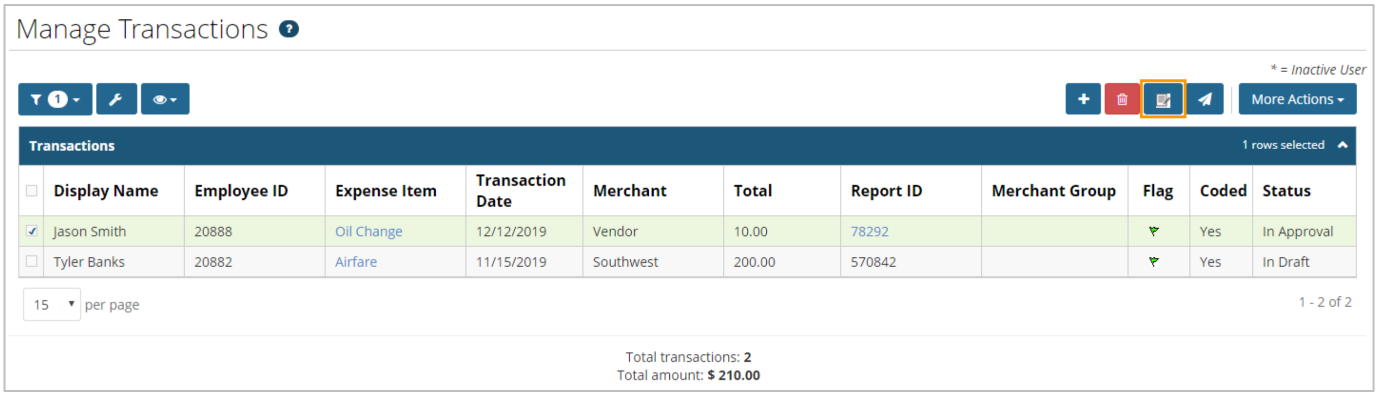


Users can select up to 100 transactions and delete them all at once with the new **Delete** button. As standard, cash reimbursable transactions can be deleted, but credit card transactions cannot.



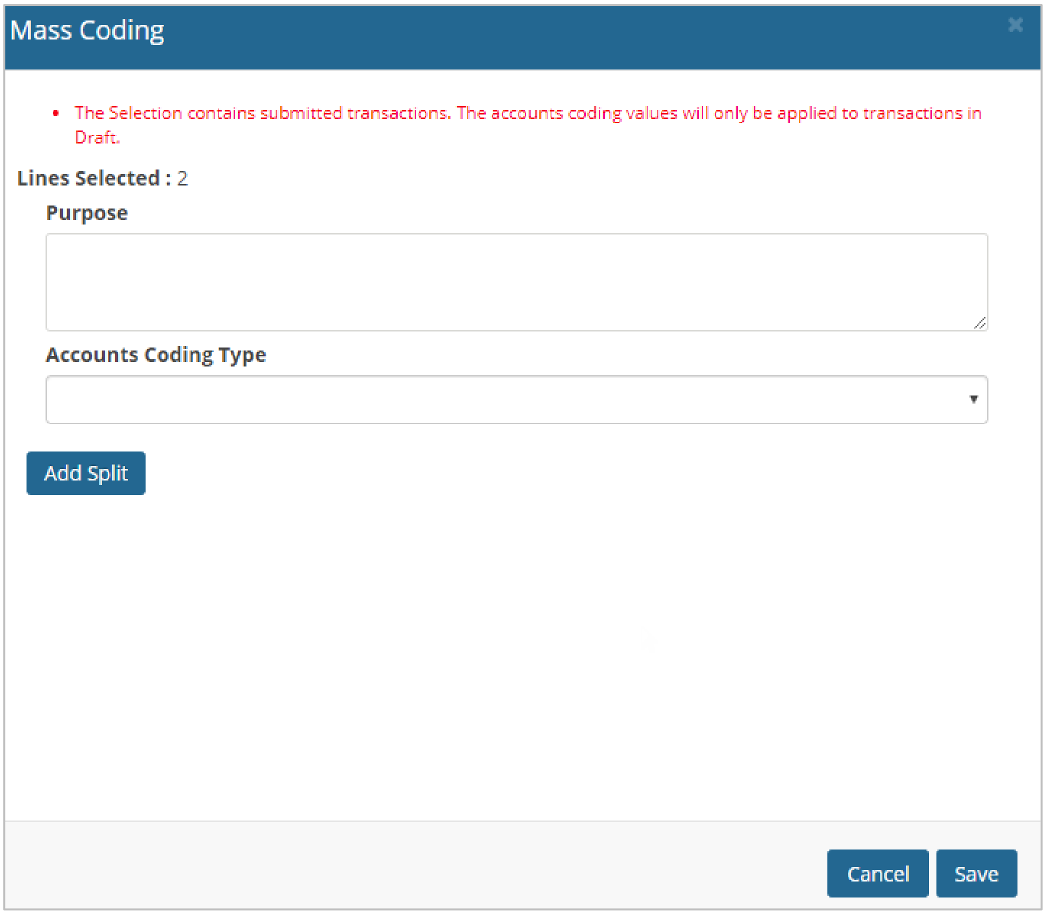
Add Ability to Mass Code Transactions in Manage Transactions

Users can now mass code transactions on the Manage Transactions page via the new **Mass Coding** button ( ).



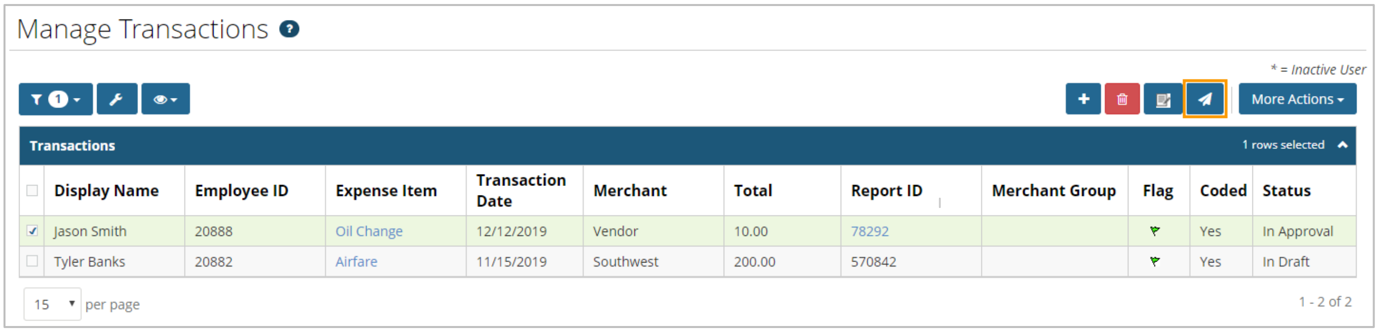
This option prompts users to enter accounts coding values for each selected transaction. If system setting **2274 – Enable Purpose Field** is enabled, a required **Purpose** field displays. Any details entered in this field will be copied to the **Purpose** field for each selected transaction. Saving mass coding values will overwrite any coding values existing on the selected transactions.

Note: Permission **4212 – Allow Mass Coding** must be enabled to access this feature.

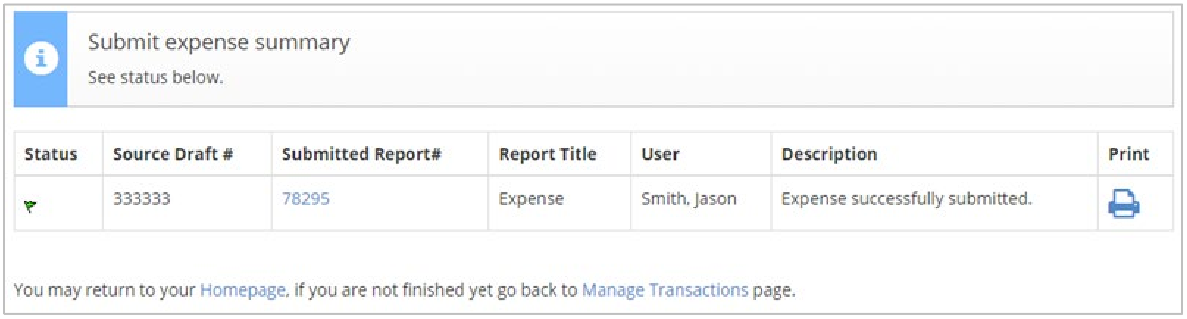


Add Ability to Submit Draft for Approval in Manage Transactions

User can now submit transactions for approval from the Manage Transactions page by clicking the new **Submit** button ( ).



Clicking **Submit** allows the user to submit each selected transaction (up to 50 at a time) as well as *all* transactions associated with that expense draft for approval. For example, if a transaction is associated to a draft expense report that contains five other transactions, each of those transactions are submitted for approval including the one selected from Manage Transactions. This change helps users find and submit expense reports from one place rather than searching across multiple pages, which was not efficient for high-volume expense management.



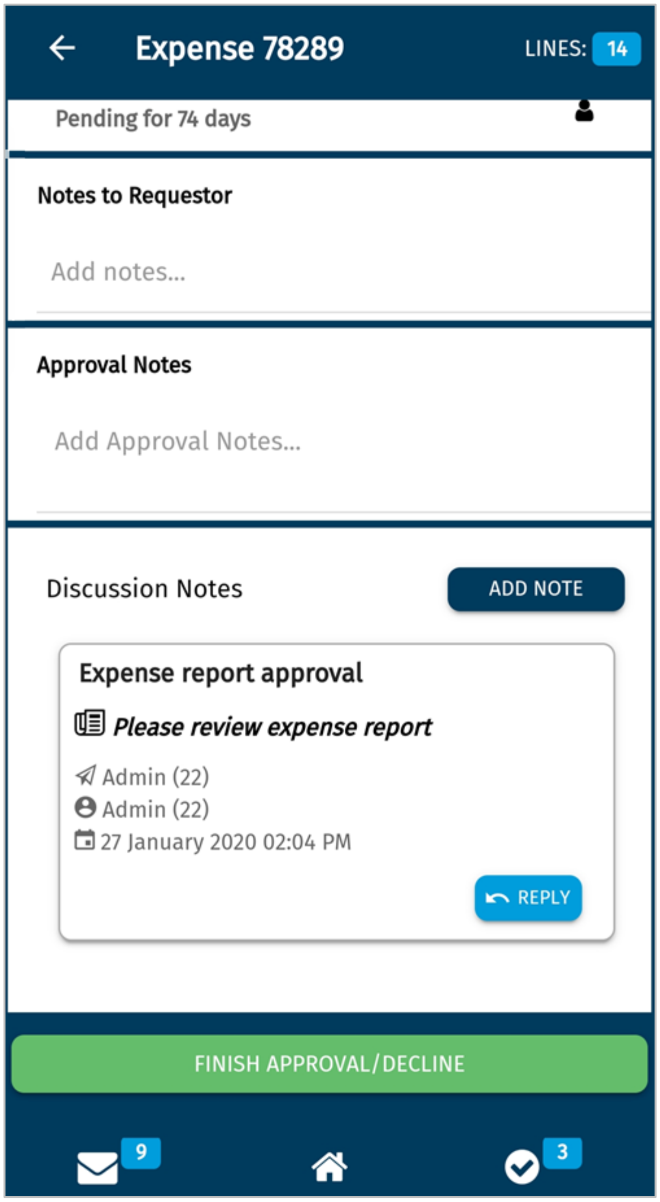
Note: If a transaction is incomplete with a red flag, it cannot be submitted. This behavior applies to any incomplete transactions on the selected transaction's draft expense report. However, if the draft expense report contains some complete transactions with a green flag, they can be submitted based on your Expense Track's configuration. For example:

- If system setting **2321 – Create New Draft for Incomplete Expense on Submission** is set to **Yes**, the complete transactions are submitted for expense approval and the incomplete transactions are moved to a copy of the original expense report.
- If system setting **2321** is set to **No**, the draft expense report cannot be submitted unless all transactions within the expense draft have a green flag.

Add Approval and Discussion Notes to Mobile App Expense Approval

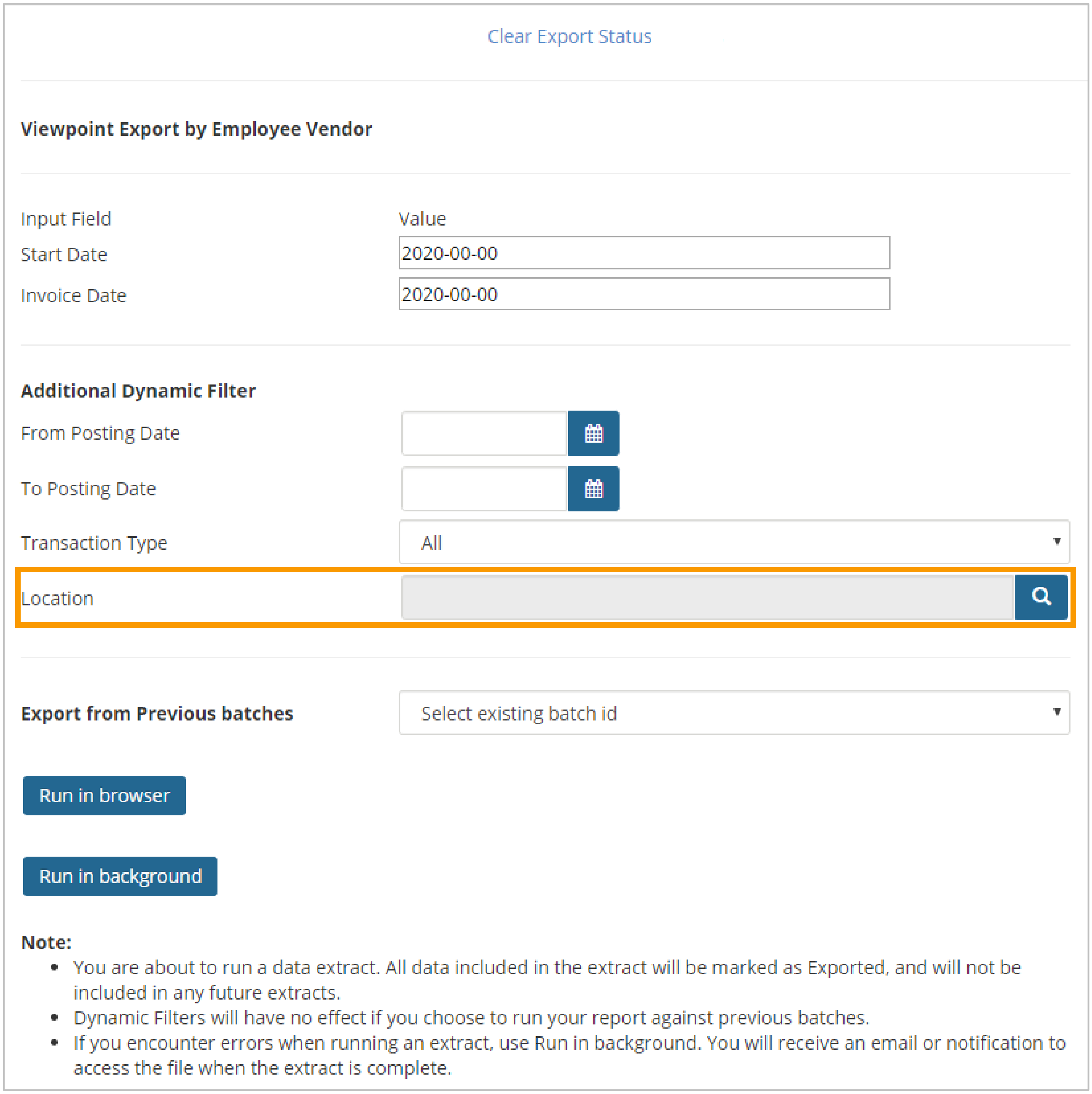
This item allows approvers to add approval and discussion notes to expense reports in the mobile app. This change helps approvers communicate with requestors and other users through the mobile app just as they can through the Expense Track website. To illustrate:

- **Approval Notes: Approval Notes** was previously a read-only field, but now is editable. When an approver enters notes, the requester receives them along with the approver's decision (approve or decline).
- **Discussion Notes:** Approvers can send discussion notes to one or many other users from within the mobile app. When the note is sent, the recipients can view and reply from either the Expense Track website or mobile app.



Add Location Filter to Data Extract Utility

This item adds a **Location** filter option to the Data Extract Utility tool. The **Location** filter checks the **Charge To** location defined on expense reports, and only returns transactions that match the chosen location. Multiple locations can be selected. Choosing a specific Location(s) to run your export will only mark those transactions as Exported. To use the **Location** filter, it must be configured in the Data Extract Configuration.



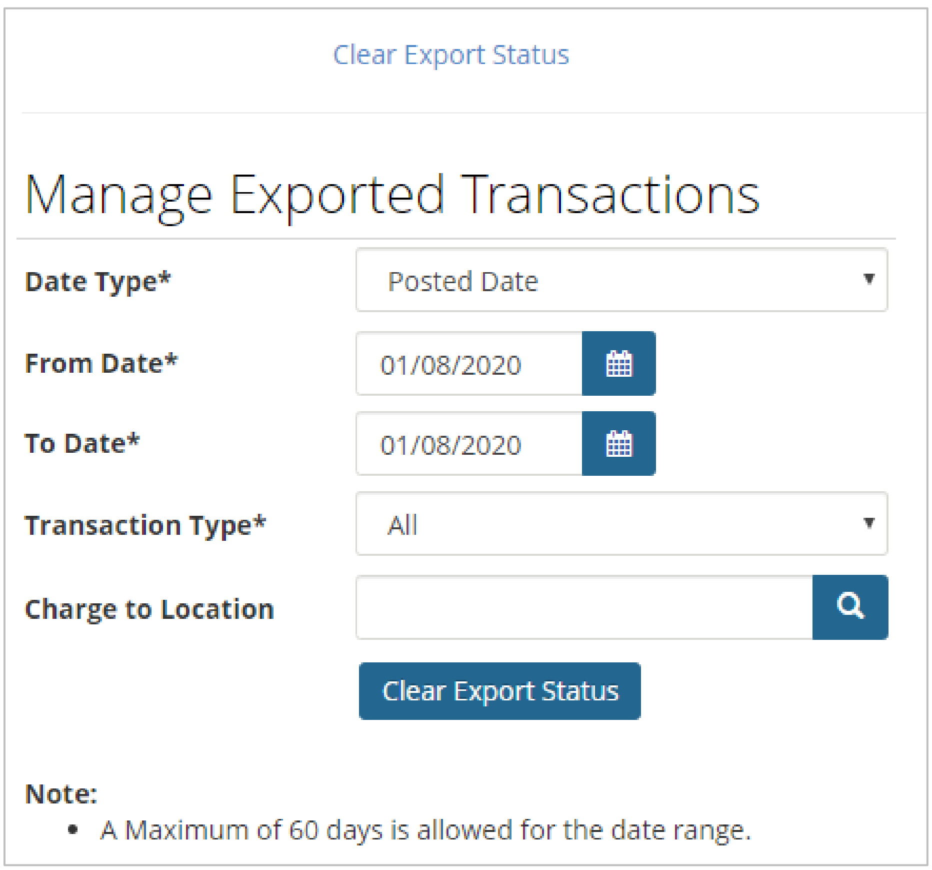
Allow Users to Clear Exported Status from Transactions in Data Extract Utility

This item allows users to clear the **Exported** status from transactions and re-export them later in another batch. With this change, a **Clear Export Status** tab has been added to the Data Extract Utility. Clicking **Clear Export Status** opens the Manage Exported Transactions page where you can select the transactions to change based on:

- Posted Date or Transaction Date
- From Date
- To Date
- Transaction Type (All, Credit Card, or Reimbursable)
- Charge to Location

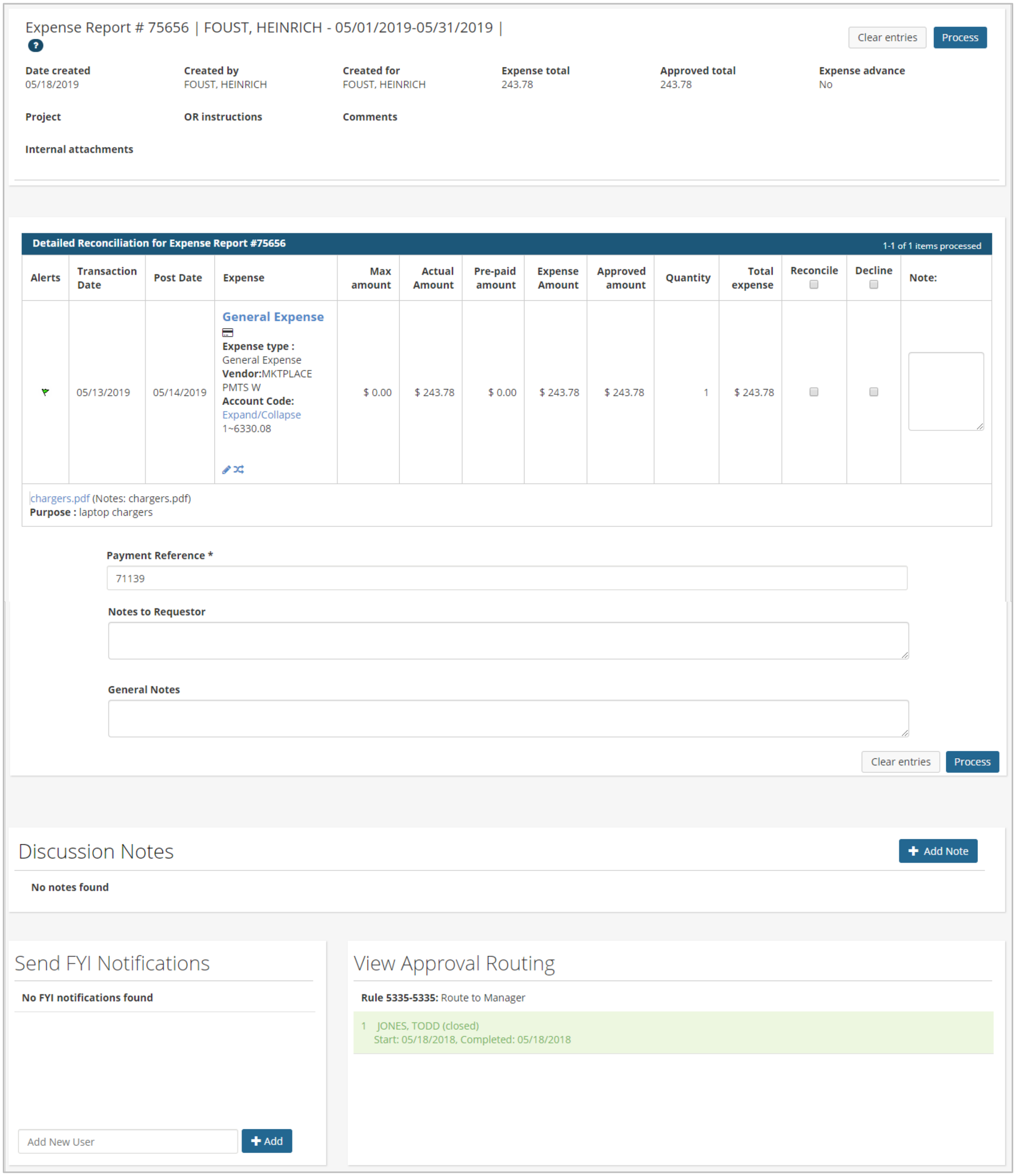
After making your selection, and clicking the **Clear Export Status** button, all transactions matching your criteria will have the Export status erased. This change helps users remove transactions exported by mistake and mark them for re-export so they can make any needed corrections.

Note: Permission **4211 – Manage Exported Expense Transaction** must be enabled to access this feature.

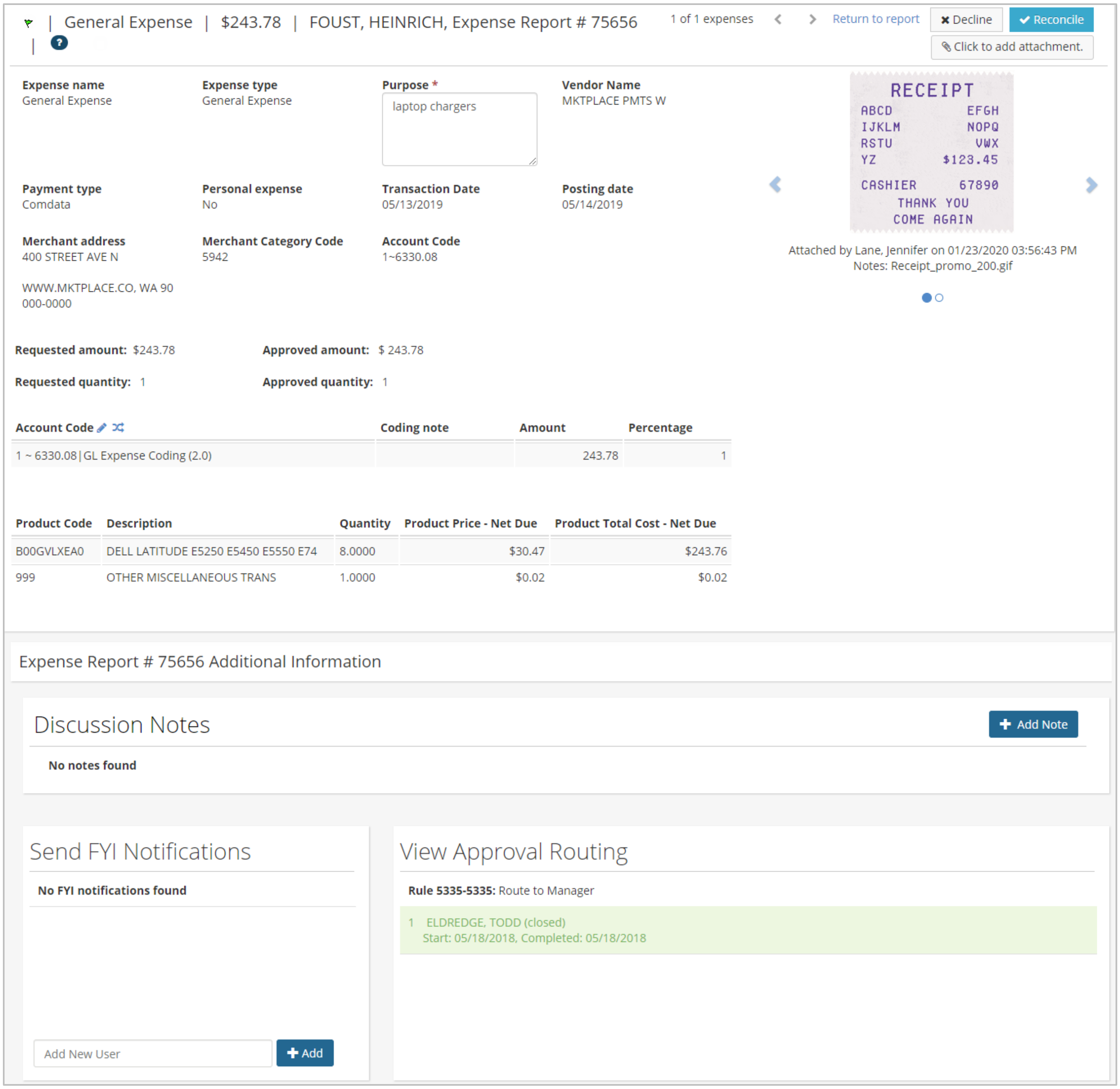


Reconfigure Expense Reconciliation Detail Page

This item reconfigures the Expense Reconciliation Detail page to simplify the reconciliation process. The page now displays specific the expense header, a Detailed Reconciliation for Expense Report grid, and Approval Routing, Discussion Notes, and FYI Notifications.



Users can view details on individual transactions by clicking the **Expense Item** name in the grid. This action opens the Detailed Expense page, which contains details such as coding, itemizations, merchant data, etc. Users can decline or reconcile the transaction by clicking **Decline** or **Reconcile** in the top right. The scroll buttons allow users to scroll through each item in the expense report and decline or approve as needed. Approval Routing, Discussion Notes, and FYI Notifications also display at the bottom of the page.



Resolved Defects

- Split total calculations now contain six places after the decimal instead of four in order to provide an accurate result.
- "Assigned" and "Unassigned" sections for Account Code groups now allow a limit of 250 records. Once the Unassigned are assigned or vice versa, the system will show more options.
- The number of days since the last approver approved an expense report now displays "X Days Ago" (X being the number of days) instead of "X Ago".
- The email notification announcing purge of receipt images that will reach the max number of days they are allowed to be unattached to a transaction will now be sent 10 days before the items are purged. If system setting **2205** is set to 11 days, it will be considered an invalid configuration.
- Job and Equipment coding segments are now visible on the Manage Transactions page.
- Users are now able to save passwords on their profile when an account code is required but not filled.
- Removed trailing zeros from the third and fourth decimal place in many of the **Amount** and **Quantity** fields through the Expense Track website and mobile app.